

Position Description

JOB TITLE: Attorney Recruiting, Development and
Inclusion Coordinator

DATE: November 1, 2021

DEPARTMENT: Recruiting and Attorney Learning and
Development/Diversity, Equity and Inclusion Departments

FLSA STATUS: Non-Exempt

OFFICE: San Francisco

JOB STATUS: Regular, Full-time

REPORTING RELATIONSHIP: Reports to the Chief Talent and Inclusion Officer and the Recruiting Manager.

BASIC FUNCTION:**1. Attorney Recruitment**

Assists with the on-campus recruiting program and the summer associate program; assists with lateral attorney recruitment; and other attorney recruiting responsibilities as set forth below.

2. Learning and Development

Assists with the associate evaluation process, educational programs, and other professional development activities as set forth below.

3. Diversity, Equity and Inclusion

Assists with the Firm's DEI programs and initiatives. Compiles data for survey completion.

ESSENTIAL FUNCTIONS include the following. Regular and predictable attendance is an essential function of the job.

1. On-Campus Interviewing (OCI) Program: Assists with the recruitment program for law students, including:

- Assists with logistics related to on-campus registration and campus visits.
- Assists with the call-back in-office interview process, including the collection of pertinent candidate data prior to visit (transcripts, writing samples, references), the scheduling of interviews and the checking of references.
- Processes recruitment correspondence.
- Assists with the preparation of offer letters.
- Prepares expense requests for applicant travel and lodging, placement fees and other recruiting expenses.

2. Summer Associate Program: Assists with the firm's summer associate program, including:

- Assists with the compilation of new hire and orientation materials for summer associates;
- Assists with the coordination of educational and social activities for the summer program.

3. General Recruiting Department Functions

- Coordinates advertisement of open positions.
- Maintains applicant tracking system records and updates as appropriate.
- Assists with receptions, seminars, networking events and other virtual and in-person recruiting events.
- Creates, updates and maintains departmental process documents.
- Processes and reconciles all payments including firm credit card and other check requests/expenses.
- Assists with preparation of responses to various external surveys, Vault, NALP, etc.

4. Associate/Special Counsel Performance Evaluations: Coordinates the evaluation process for all associates and special counsel, including:

- Sets up evaluation process in viEval.
- Assists with the collection and distribution of evaluation material.
- Responds to attorneys' questions about evaluation forms, and viEval.
- Coordinates process to ensure evaluation forms are completed, partners' meetings are scheduled and review meetings are scheduled and completed; monitors status and prepares follow-up lists.
- Maintains associate review files.

5. Partner Performance Evaluations by Associates/Special Counsel: Coordinates the evaluation process for all partners by associates and special counsel, including:

- Sets up evaluation process in viEval.
- Collects and distributes evaluation material to Chief Talent and Inclusion Officer and Managing Partner.
- Responds to attorneys' questions about evaluation forms, and viEval.
- Coordinates process to ensure evaluation forms are completed; monitors status and prepares follow-up lists.

6. Associate Workload Report: Coordinates the completion of regular electronic workload reports by all associates:

- Sends out weekly email to litigation associates and bi-weekly email to business associates to complete electronic workload reports.
- Responds to associates' questions about workload report.
- Coordinates with Information Technology to ensure that the workload report is accurate and updated to include new attorneys.

7. Attorney Learning and Development: Assists the Chief Talent and Inclusion Officer in implementing educational programs and other professional development activities including:

- Assists in organizing and preparing agendas for the Learning and Development Committee meetings; attends all meetings.
- Assists with the organization and scheduling of in-house and outside education programs concerning core legal and professional skills, leadership development as well as cultural initiatives around engagement, work/life effectiveness and other areas.
- Works collaboratively and across functions to assist in creating and executing on a comprehensive talent development strategy.

- Assists in the management of mentorship and sponsorship programs.
- Builds and maintains relationships with attorneys to support them in their career development.
- Coordinates MCLE compliance and record keeping.
- Maintains training program materials and records.
- Assists in organizing and scheduling associate retreats.
- Coordinates Court and Bar admissions, dues procedures and internal tracking.
- Coordinates registration for PLI through the firm's membership, registration and membership in the Bar Association of San Francisco (BASF) and American Bar Association (ABA) and any affinity bar organizations.
- Assists with renewals of the firm's MCLE Provider status with the California State Bar.
- Processes and reconciles all payments including firm credit card and other check requests/expenses (e.g. for attorney registrations for MCLE programs, outside speakers).

8. New Associate Orientation: Assists in new associate orientation:

- Organizes and schedules new associate orientation.
- Compiles orientation materials and sends to new associates.
- During orientation, explains the firm's MCLE tracking system, Court and Bar admissions and dues procedures, registration for PLI through the firm's membership and registration and membership in the Bar Association of San Francisco (BASF) and any affinity bar organizations that the new associate may wish to join.
- Assists new associates with registration/change of address notices to the Bar and any other organizations such as the ABA and BASF, among others.

9. Diversity, Equity and Inclusion: Assists the Chief Talent and Inclusion Officer in implementing initiatives/programs and completing surveys including:

- Assists with the delivery of inclusion-related content and programming for all firm members.
- Assists (along with the Recruiting Department) with the firm's consideration and/or participation in Diversity Lab's OnRamp program, Leadership Council on Legal Diversity (LCLD)'s 1L fellowship program and client 1L diversity fellowship programs, among others.
- Assists with organizing and scheduling collaborative activities with clients on DEI initiatives and pro bono (e.g. joint firm/client pro bono immigration and domestic violence clinics).
- Assists in organizing and scheduling firm participation in LCLD and California Minority Counsel Program (CMCP), including supporting attorneys serving as LCLD Pathfinders and Fellows and those participating in annual conferences.
- Assists with the administrative compliance with Mansfield Rule including required reporting, attending discussion forums, and facilitating attorney involvement with Mansfield programs such as Client Forums.
- Builds and maintains relationships with attorneys from underrepresented groups and those who are first generation college/law school graduates to support them in their career development.
- Processes and reconciles all payments including firm credit card and other check requests/expenses (e.g. for diversity sponsorships, firm's membership in LCLD and California Minority Counsel Program (CMCP)).
- Assists in the preparation and submission of firm sponsorships, annual industry and client diversity surveys and client Requests for Proposal (RFP).
- Prepares analytical reports and statistics regarding firm demographic information.
- Assists with the preparation and finalization of diversity award submissions for individual attorneys and the firm.

- Assists with the preparation and finalization of an annual report on the firm's DEI programs and initiatives for internal and external distribution.
- Assists with the firm's Pipeline program and 1L Diversity Scholarship programs, as needed.
- Attends all Diversity Equity and Inclusion Committee meetings.
- Works on special department or firm projects as needed.

10. Works Cooperatively and Collaboratively with Others: Strives to meet deadlines. Assists with special projects as assigned. Works cooperatively with attorneys and staff in the firm.

11. Other: Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, skills, knowledge and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education: BA/BS required; legal industry background (law school, law firm or in-house) preferred.

Experience: Two or more years' experience in attorney recruiting, learning and development and/or diversity, equity and inclusion programming.

Knowledge, Skills and Abilities:

- Intermediate knowledge of MS Office Suite of software (Word, Outlook, PowerPoint and Excel) and Google Teams.
- Ability to learn to use the Recruiting Database, LawCruitWeb, and the associate evaluation software, viEval.
- Excellent attention to detail, organizational, interpersonal, teamwork, time management and communication skills (both written and verbal), as well as the ability to listen well, take initiative and manage multiple projects simultaneously.
- Diplomatic and creative problem solver with superior judgment.
- Ability to work under pressure in a fast-paced environment; ability to prioritize multiple tasks and meet deadlines.
- Flexibility to work overtime, including evenings and some weekends and available to travel to law schools and event venues.

Level: Works under moderate supervision.

Physical Demands: The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to manipulate tools or controls; extensively use a computer keyboard and mouse; reach; talk and listen. The employee is frequently required to work at a computer, desk or table, as well as to lift and move objects such as documents, binders, files and boxes weighing up to 15 pounds. The employee is often required to move about the office and reach low file drawers. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level,

an indoor temperate environment, and light levels that are bright and conducive to minimal eye strain, typical for an office workstation environment.

SCOPE OF JOB DESCRIPTION AND MODIFICATIONS: This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm's at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Director of Human Resources.

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